REQUIREMENTS AND PROCEDURES FOR VOCATIONAL BUSINESS PROGRAMS

Overview

The Missouri State Plan for Vocational Education makes provisions for approved secondary, postsecondary, and adult vocational business classes. Districts that seek financial support for vocational business classes must prepare and submit an application (FV-3) between September 1 and May 1 prior to the fiscal year in which the class(es) will start. This application should be submitted to the Business Education Section of the Department of Elementary and Secondary Education.

Approved Vocational Courses

High Schools: In comprehensive high schools, Business Technology (CIP Code 52.0407) and Network Administration (CIP Code 11.0901) may be approved. One or two periods of business technology and network administration may be offered. Local districts have the flexibility of offering one period for eleventh grade students and an additional period for twelfth grade students, or one or two periods in one year for both eleventh and twelfth grade students. **One preparatory unit of business instruction is required of students enrolled in a vocational Business Technology course.**

In addition, a Supervised Business Experience (SBE) program (CIP Code 52.0499) may be approved. Students enrolled in the supervised business experience program should be currently enrolled in business technology or in the second year of network administration. Students are assigned to a workstation where a variety of jobs related to business training are performed. A minimum of 10 enrollees is required to be eligible for reimbursement.

Additional business courses may be approved as vocational without salary reimbursement or 50/50 matching funds: Accounting I/II (CIP Code 52.0302), Banking & Financial Services (52.0803), Computer Business Applications (CIP Code 11.0601), Computer Programming (CIP Code 11.0201), Desktop Publishing (CIP Code 10.0303), Multimedia (CIP Code 11.0899) and E-Business (52.0208). Courses must be offered for one unit of credit. Many schools request approval of these courses so that those students enrolled may be reported as vocational students in the Missouri School Improvement Program (MSIP) Performance Standards. The local district may apply for vocational-technical enhancement grant funds for these approved courses. Competencies for these courses may be found on the business education web page: http://www.dese.state.mo.us/divvoced/biz_be_competencies.htm

Area Vocational Schools/Career Centers: Course offerings approved are: Banking & Financial Services (52.0803), Business Technology (CIP Code 52.0407), Supervised Business Experience (CIP Code 52.0499), Accounting I/II (CIP Code 52.0302), Computer Programming (CIP Code 11.0201), Computer Business Applications (CIP Code 11.0601), Desktop Publishing (CIP Code 10.0303), Multimedia (CIP Code 11.0899), Network Administration (11.0901), and E-Business (52.0208). **One preparatory unit of business instruction is required of students**

enrolled in a vocational Business Technology class. The area vocational school/career center may choose to offer classes in a one-period, two-period, or three-period block of time, depending upon the needs of the sending schools.

Competencies for the above courses may be found at:
http://www.dese.state.mo.us/divvoced/biz_be_competencies.htm

Postsecondary Institutions. Business courses that have been approved by the Coordinating Board of Higher Education and lead to a one or two-year certificate or associate degree may receive vocational business funding.

Adult Program Offerings. A portion of an adult education instructor's salary may be reimbursed through vocational business funds. Application is made by submitting an FV-1 for Adult and Postsecondary Salary Budget For Vocational Education Programs (http://www.dese.state.mo.us/divvoced/forms.htm) for the courses offered each semester. Each course listed on an FV-1 for which a school is requesting reimbursement must submit appropriate information as outlined in the Guide for Submitting Applications for Short-Term Adult Vocational-Technical Education Programs found on page 38 of this section. This application will be retained on file with the business section and will not need to be submitted each time an FV-1 is submitted unless substantial changes in the course are made.

Application for Vocational Program

Districts that would like to apply for an approved vocational program must prepare and submit to the Director of Business Education (DESE) an Application for Expanding and New Regular Vocational Programs (FV-3) between **September 1 and May 1** prior to the fiscal year in which the program will start. A minimum of 10 enrollees is required to approve a program for reimbursement. The application may be found at the following web page: http://www.dese.state.mo.us/divvoced/forms.htm
An example of a completed application is available upon request from the Business Education Section, DESE, P. O. Box 480, Jefferson City, MO 65102, (573) 751-3484.

Program Expansion

Districts that want to expand the number of sections of an approved vocational course should send a letter of notification to the Director of the Business Education before **May 1** prior to the fiscal year in which the expansion will start. The vocational educator's salary reimbursement is affected by the number of sections of approved vocational classes.

Program Reactivation

The superintendent should contact the Business Education Section director before May 1 to request that a vocational program be reactivated. If the program has been inactive more than two years, an Application for Expanding and New Regular Vocational

Programs form (FV-3) must be submitted between **September 1 and May 1** prior to the fiscal year in which the program will start.

Equipment Reimbursement

Monies are available on a 50 percent matching basis (50 percent local district reimbursement and 50 percent state reimbursement) to purchase equipment, software, and workstations for approved reimbursable vocational business programs. The number of equipment/workstations approved is based on program enrollment and equipment previously reimbursed within the past four years. A minimum unit price of $200 is required for reimbursement.

To purchase equipment, an FV-4 Application for Authorization to Purchase Equipment form (http://www.dese.state.mo.us/divvoced/forms.htm) should be sent to the Business Education Section on or before **July 1** each year. The form will be processed and sent back to the superintendent with approval for purchase. The district has until **March 31** of the following year to purchase the approved items. Once the purchase has been completed, the district should send a FV-2 Reimbursement Request for Approved Vocational Education Expenditures form (http://www.dese.state.mo.us/divvoced/forms.htm) to the Business Education Section. Copies of invoices and equipment serial numbers must accompany the FV-2 form. Guidelines for approvable items for vocational business programs may be found at: http://www.dese.state.mo.us/divvoced/biz_vocational_business_program.htm Sample FV-4s and FV2s are found on pages 41 and 42 of this section. All equipment purchased for the approved vocational program must be located in the vocational classroom.

Equipment Inventory

The Local Educational Agency (LEA) must keep appropriate inventory of all equipment purchased with state and federal funds. Accurate inventory information may be recorded on inventory sheets or in computer files. The inventory information must be available for review and evaluation upon request by a DESE employee.

1. Property records shall be maintained accurately. For each item of equipment, the records shall include:
    a. A description of the equipment, including manufacturer's model number, if any;
    b. An identification number, such as the manufacturer's serial number;
    c. Identification of the grant under which the recipient acquired the equipment;
    d. The information needed to calculate the federal or state share of the equipment;
    e. Acquisition date and unit acquisition cost;
    f. Location, use, and condition of the equipment and the date the information was reported; and
    g. All pertinent information on the ultimate transfer, replacement, or disposition of the equipment.

Sample Inventory Card/File		
Program Area		Item Name
Room number		Model Number
Purchase Date	Cost	Serial or ID No.
Reimbursement %	Grant Type	
Condition of equipment: (Excellent, good, needs repair, obsolete, missing)		
Condition/Date	Checked by Whom	Disposition Date

2. A physical inventory of equipment shall be taken every year and the results reconciled with the property records to verify the equipment purchased with state and/or federal funds is located in the vocational classroom. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the differences. Lack of verification of equipment may affect future funding of the program.

3. Lost, stolen, or destroyed equipment items shall be reported to the Business Education Section of DESE. This pertains to items with a unit cost of $200 or more. In the event that this happens, districts shall complete a Loss of Equipment Purchased With Vocational Funds form that is available on page 43-44 of this section.

Equipment may be replaced after it has been used in the classroom four years (as funds permit). At that time, the equipment becomes the property of the local school district. The vocational instructor may submit an FV-4 to request funds to replace the equipment.

A district may not dispose of vocationally funded equipment before the time of four years has expired. If equipment is disposed before the designated time period, the district shall reimburse the state 50% of the current market value of that equipment.

The state office will maintain on file:

1. Reimbursement Request for approved Vocational Education Expenditures forms (FV-2s) and invoices for a period of five years.

2. Evaluation comments on individual district equipment management procedures

3. A master list of equipment items costing $200 or more. These are permanent continued-interest items that will remain on record until replaced.

Identification Tags

Identification tags may be assigned by the local district on all vocational equipment purchases. The tags may identify that the equipment should be kept in the vocational business classroom.

Vocational Instructional Management System

One of the important aspects of competency-based vocational instruction is the specification of competencies that a student is to achieve. In order to communicate and keep track of a student's progress on competencies, a competency profile is often used. The profile can assist instructors in recording the progress of individual students toward meeting the course competencies. Competency profiles are available for all approved vocational business courses and may be obtained by contacting the Instructional Materials Laboratory http://www.iml.coe.missouri.edu/ and are available on the DESE Website at http://www.dese.state.mo.us/divvoced/competency_profiles_business.htm.

A sample profile card may be found on pages 34-35 of this section. Instructors may want to develop their own computerized instructional management system. All approved vocational business programs must have a vocational instructional management system.

Vocational Enhancement Grants

In an effort to further enhance the quality of vocational education in the state of Missouri, the Outstanding Schools Act of 1993 includes provisions for grants to public high schools, career and technical centers, and community colleges solely for the purpose of new programs, curriculum enhancement, equipment, and facilities. Grants are awarded under three conditions:

1. Seventy-five percent of grant funds shall be expended for new or existing occupational vocational education programs for instructional equipment that addresses demand occupations that have been determined to be in critical shortage. The remaining twenty-five percent may be used for these purposes, as well as for facility improvement without regard for demand occupations.

2. An advisory committee shall be established by each eligible institution prior to a grant award.

3. A detailed budget shall be developed covering all major expenditure categories and itemizing all equipment purchases.

Specific deadlines for grant proposals are stated in the Vocational-Technical Enhancement Grant Administrative Planning Guides, which are posted on the web in **December**. The application is due **February 28**. Grant awards will be effective July 1 of each year. The application for the vocational-technical enhancement grant is available at the following website: http://www.dese.state.mo.us/divvoced/grants.htm

Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III)

The federal Perkins Act sets a new vision of vocational and technical education for the 21st century. The central goals of this new vision are improving student achievement and preparing students for postsecondary education, further learning, and careers.

Perkins III focuses the federal investment in vocational and technical education on high-quality programs that:

- integrate academic and vocational education
- promote student attainment of challenging academic and vocational and technical standards
- provide students with strong experience in, and understanding of all aspects of an industry
- addresses the needs of individuals who are members of special populations
- involve parents and employers
- provide strong linkages between secondary and postsecondary education
- develop, improve, and expand the use of technology
- provide professional development for teachers, counselors, and administrators

Every approved vocational program has the opportunity to receive an allocation of Perkins funds disseminated by DESE. The district allocation is computed on percentage of vocational students, high number of vocational students, special populations, and geographical location (urban vs. rural). To qualify for a minimum allocation of $15,000, the district's programs must be of sufficient size, scope, and quality. This is based on providing training opportunities in four vocational education program areas (Agriculture, Business, Industrial, Health Occupations, Marketing & Cooperative Education, and Family and Consumer Sciences.) A district may join into a consortium arrangement with another district in order to meet the required $15,000 distribution amount. An application is submitted to DESE outlining how the funds will be used for vocational education. For additional information on accessing Perkins funds, contact Jean Cole, Director of Special Vocational Services, 573-751-2661.

Directions:	Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.
Rating Scale:	**3 Mastered-**can work independently with no supervision
	2 Requires Supervision – can perform job completely with limited supervision
	1 Not Mastered – requires instruction and close supervision
	N No Exposure – no experience or knowledge in this area

NOTE: *=Core competencies (essential for the first day on the job).

3	2	1	N		

A Introductory Concepts

- *1. Define terms related to multimedia
- *2. List hardware requirements for various types of media
- 3. Explain multimedia hardware standards
- *4. Compare categories of multimedia software (e.g., presentation, authoring, animation, sound)
- *5. Identify platform differences (e.g., MAC, Windows, NT)
- *6. List types of files used in multimedia applications (e.g., EPS, GIF, JPG)
- *7. Manage files
- *8. Access media resources
- *9. Identify tools in toolbars and palettes in various software programs
- *10. Apply tools in toolbars and palettes in various software programs
- *11. Download files (e.g., graphics, sound, video, animation)
- *12. Explain import and export functions
- *13. Determine import and export capabilities of various software packages
- *14. Proofread and correct multimedia documents
- *15. Perform file compression
- *16. Describe how businesses use the Internet
- 17. Identify career/self-employment opportunities in multimedia production
- *18. Identify design principles used in multimedia productions
- *19. Use organizational tools to plan multimedia products (e.g., storyboarding, outlining, branching)

Other: _____

B. Ethics

3	2	1	N		

- *1. Demonstrate ethical behavior when designing multimedia applications
- 2. Explain key principles in the Electronic Users' Bill of Rights (e.g., safety, security, privacy)
- *3. Identify copyright and patent laws for multiple media (e.g., video, text, sound, pictures)

Other: _____

C. Graphics

3	2	1	N		

- *1. Create scanned images
- *2. Determine appropriate file formats
- *3. Manipulate scanned images (e.g., resizing, cropping, scaling, rotating)
- *4. Import graphics
- *5. Edit graphics (e.g., color, filters, tints)
- *6. Manipulate graphics (e.g. resizing, cropping, scaling, rotating)
- 7. Use color tables (e.g., hue, saturation)
- *8. Create digital camera images
- 9. Create original drawings using illustration software
- *10. Incorporate screen captures into multimedia products
- *11. Create simple animations
- *12. Apply object linking in multimedia products

Other: _____

D. Audio

3	2	1	N		

- *1. Describe functions of hardware required for performing audio tasks
- *2. Import sound files
- *3. Create audio files (MIDI)
- *4. Access and capture recorded and live audio from a variety of sources (e.g., laser disk, CD-ROM, video, microphone)
- 5. Edit sound files

Other: _____

F. Web Page Design

3	2	1	N		

- *1. Define web page design principles
- *2. Evaluate web page design
- *3. Define HTML (hypertext markup language)
- *4. Explain the capabilities of HTML
- *5. Define creation, organization, and navigation of links
- 6. Create storyboards
- *7. Design a web page with text, graphics, and tables
- 8. Create hyperlinks (internal and external)

E. Video

3	2	1	N		

- *1. Access and capture video clips from a variety of sources (e.g., laser disk, CD-ROM, video camera)
- 2. Edit a video
- 3. Alter frames per second
- *4. Queue a video
- 5. Transfer digital video output to other media (e.g., videotape, disk, CD-ROM, web page)
- 6. Describe functions of hardware required to perform video tasks

Other: _____

3	2	1	N	**F.**	**Web Page Design (continued)**
				*9.	Edit using HTML
				10.	Apply external media (e.g., text, images, sound)
				*11.	Apply Internet etiquette
				*12.	Evaluate file size as it relates to the Internet
				13.	Identify various browser software and their restrictions (e.g., Netscape navigator, Microsoft Internet Explorer)
				14.	Identify various HTML editing software (e.g., WYSIWYG, text-only)
				*15.	Upload files to a web serve
					Other: _____

3	2	1	N	**G.**	**Electronic Presentations**
				1.	Identify components of effective electronic presentations
				2.	Demonstrate basic features of presentation software
				3.	Use master slides and templates
				4.	Edit master slides and templates
				*6.	Draw and edit objects incorporating fills, borders, and lines
				*7.	Incorporate audio and visual elements (e.g., sound, graphics, animation)
				*8.	Incorporate transitions
				9.	Apply builds to slides
				10.	Apply timed settings
				*11.	Import files into a presentation (e.g., text, graphics, bulleted lists)
				12.	Prepare an electronic presentation using a variety of formats (e.g., text, graphics, bulleted lists)
				13.	Identify components of an interactive presentation developed with authoring software
				*14.	Demonstrate basic features of authoring software
				15.	Develop an authoring tutorial using scripting commands
				16.	Field test a tutorial created with authoring software
				17.	Evaluate peer-created tutorials
					Other: _____

Reimbursement Procedures
For Postsecondary and Adult Programs
Effective July 1, 2002

Postsecondary Vocational Education Programs (Two & Four-Year Institutions)

- $120 per credit hour for classes with ten (10) or more students.

- No reimbursement for classes with less than ten (10) students.

To be reimbursed:

- The program/course must be a Department-approved vocational education program/course.

- If a program/course or instructor is dropped, a new or expanded program/course or instructor may be added.

- If a program/course is not taught for one-year due to the lack of an instructor, the salary reimbursement dollars will be held. However, if after one-year the program is not taught, it will be dropped and the salary reimbursement dollars will be eliminated. The salary reimbursement dollars have been lost.

- Teachers with ten (10) or more credit hours per semester must meet certification requirements. Teachers with one (1) to nine (9) credit hours are considered adjunct faculty and are not required to meet certification requirements for short-term instruction.

- A maximum of 15 credit hours per semester (first and second) and eight (8) credit hours for summer will be reimbursed per teacher.

Short-Term Adult Programs Less Than 500 Contact Hours

- $10 per hour for classes with ten (10) or more students.

- No reimbursement for classes with less than ten (10) students.

- No reimbursement for classes with less than one (1) hour of instruction.

- Reimbursement will be based upon the availability of funds per program section.

For additional information about Reimbursement Procedures see: http://www.dese.state.mo.us/divvoced/salary_reimbursement.htm.   All forms are available at http://www.dese.state.mo.us/divvoced/forms.htm.

Course Approval

Each course listed on an FV-1 for which a school is requesting reimbursement must submit appropriate information as outlined in the <u>Guide for Submitting Applications for Short-Term Adult Vocational-Technical Education Programs</u>. This application will be retained on file with the appropriate section and will not need to be submitted each time an FV-1 is submitted unless substantial changes in the course are made.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education
P.O. Box 480, Jefferson City, Missouri 65102

GUIDE FOR SUBMITTING COURSE OUTLINES AND APPLICATIONS FOR SHORT TERM ADULT/VOCATIONAL-TECHNICAL EDUCATION PROGRAMS

The following outline constitutes the minimum information necessary to review the appropriateness of an application for Short Term Adult Vocational-Technical Education Programs (500 hours of instruction or less). **By course title, prepare and submit a separate proposal for each program to be reviewed.**

Proposals are to be submitted, along with the FV-1, to the appropriate section director on or before October 1 for first semester and February 1 for second semester. An FV-1 may be found at: http://www.dese.state.mo.us/divvoced/forms.htm.

I.   **SCHOOL NAME AND ADDRESS:** List the school name and address.

II.   **COURSE TITLE:** Give the official title of the course as it would appear on any official documents such as an FV-1.

III.   **COURSE NUMBER:** Give a course number if appropriate.

IV.   **GENERAL OBJECTIVES:** List the overall objectives of the course including the terminal objectives or the final accomplishment of anyone taking the course.

V.   **DESCRIBE THE TARGET POPULATION:** Describe the target population that the education training program will serve. Also give the anticipated enrollment per section. Examples: Employees of a specific employer; employees of a specific type of industry within the community; members of a trade or labor organization; members of a professional organization; or occupational skills for the general public.

VI.   **DESCRIBE THE NEED FOR THE PROGRAM:** List how it was determined that there is a need for the program. Examples: A survey of employers; requests by an employer; trade organization or labor union; requests from professional organizations; requests from the community; or changes in occupational laws or certification requirements.

VII.   **CONTACT HOURS OF THE PROGRAM:** Give the number of hours required for the course.

SUPERVISED BUSINESS EXPERIENCE PROGRAM

Overview

The Supervised Business Experience (SBE) program is a learning experience which is an extension of the business education classroom. The program provides on-the-job work experience that gives students the opportunity to apply the knowledge and skills they have acquired through classroom instruction. Students have the opportunity to make the connection with "real world" expectations in terms of accuracy of work, production, staying on task, responsibility for work—all the components which are emphasized in the classroom setting. The work experience reinforces the importance of interpersonal skills that gives students a forum to develop positive workplace experiences. The SBE program facilitates the transition from the classroom to the workplace.

SBE is designed for students enrolled in approved advanced vocational education programs (Business Technology, Accounting II, Network Administration). Students participating in SBE are expected to perform productive work during their off-campus experience and are usually paid for the work experience. Considerations include transportation to and from work and insurance, including liability and workers' compensation.

The program must be well-planned and adequately supervised by school district personnel to ensure the school district's eligibility for state and federal funds and to justify the awarding of credit to participating students. SBE programs may also become an important part of school and district school-to-work programs.

Policies and Procedures

Instructional Program

- To be eligible for off-campus programs, students must

    1. be 16 years old or older
    2. be juniors or seniors in high school (according to local policy)
    3. be enrolled in daily related classroom instruction that is a part of the school district's regular program
    4. have completed one business education course
    5. have maintained at least a 2.0 grade average
    6. have satisfactory school attendance and disciplinary records

- There must be at least 10 enrollees in a class before the local district will receive vocational reimbursement.

- Students should be scheduled for a minimum of 10 hours of work per week (preferably 15).

- The vocational business in-class instruction and on-the-job training serve jointly to contribute to the student's employability. There must be a close relationship maintained between the vocational instruction and occupational experience. The teacher/coordinator who provides related in-class instruction must also coordinate the students' on-the-job training.

On-the-Job Training

- Each student will be placed in a training station that directly contributes to the development of the competencies necessary for successful employment in his/her chosen occupational field.

- The teacher/coordinator shall receive one hour of release time per 12-15 students for coordination of on-the-job training. In addition, it is recommended that the coordinator shall have an extended employment contract for training station development, training plan negotiation, and placement of students in training stations. A 10-month contract is recommended.

- The teacher/coordinator who provides related in-class instruction must also coordinate the students' on-the-job training.

Teacher/Coordinator Qualifications

Individuals employed to teach in a vocationally reimbursed SBE program must meet the vocational business certification requirements and complete a course in coordination of cooperative education.

Resources

Information about the Supervised Business Experience Program can be found at http://www.dese.state.mo.us/divvoced/biz_supervised_business_experience.htm.

Application Process

Submit a letter of your intent to start an SBE program to the Director of Business Education, P. O. Box 480, Jefferson City, MO 65102, between September 1 and May 1 for approval for the following school year.

STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education
P.O. Box 480, Jefferson City, Missouri 65102-0480
Reimbursement Request for Approved Vocational Education
Expenditures

Number: 6-920-002B

FV-2

PLEASE READ INSTRUCTIONS ON REVERSE SIDE.

Fiscal Year Ending: **June 30, _xxxx_**	Vendor Code: **123-456**	Local Education Agency (LEA): **Anywhere School District**
Program Codes (Program and Type): **02-04**		Mailing Address: **P.O.Box 20**
Description of Program: **Business Technology**		City and Zip Code: **Anytown, MO 20202**

Items For Which Reimbursement Is Claimed

(1) Date Purchased	(2) From Whom Purchased	(3) Description of Item *(Please Attach Invoices)*	(4) *State Use Only*	(5) Expenditure	(6) Check No.
4/9/xx	XYZ Business Systems	**XXX Computer, Monitor, Hard Drive,**		**$ xxx**	**12300**
		Internal Drive, Keyboard, Power Supply,			
		Mouse, Cable, w/CD ROM			
4/9/xx	XYZ Business Systems	**Memory Upgrade Kit**		**xxxx**	**12300**
4/9/xx	XYZ Business Systems	**XXX Printer, Cables**		**xxxx**	**12300**
5/8/xx	ABC Office Supplies	**L-Shaped Desks**		**xxxx**	**15448**
5/8/xx	ABC Office Supplies	**Posture Chairs**		**xxxx**	**15448**
6/1/xx	BRIZ Office Machines	**XXX Calculator**		**xxxx**	**15990**
6/7/xx	HB Office Distributors	**Computer Projection System**		**xxxx**	**16121**
6/1/xx	BRIZ Office Machines	**XXX Transcriber**		**xxxx**	**15990**
4/9/xx	XYZ Business Systems	**Software**		**xxxx**	**12300**
		Word Processing Pkg.			
		Database Pkg.			
		Spreadsheet Pkg.			
		Graphics Pkg.			
		TOTAL EXPENDITURE		**$**	

CERTIFICATION I hereby certify that the information reported herein is correct to the best of our knowledge and belief. Date: _____	Chief Administrator's Signature:

FOR STATE OFFICE USE ONLY

County District	Section Code	School Code	Program Code	Area Code	Year Paid	Year Chg.	Purpose	Source	State	Federal	Expenditure	Reimbursement

Approved by: _____

MO 500-01303 (10-96)

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division of Vocational and Adult Education **FV-4**

P.O. Box 480, Jefferson City, Missouri 65102-0480

Application for Authorization of Vocational Education Expenditures

PLEASE READ INSTRUCTIONS ON REVERSE SIDE.

Fiscal Year Ending: June 30, 200__	Vendor Code: 123-456	Local Education Agency (LEA): Anytown R-I School District
Program Codes (Program and Type): 02-04		Mailing Address: 999 Somewhere Street
Description of Program: Business Technology		City and Zip Code: Anytown, Missouri 65111

Items Submitted For Approval

Description of Items	Quantity	Estimated Unit Cost	Estimated Total Cost
XXX Computer, Monitor, Hard Drive, Internal Drive, Keyboard, Power Supply, Mouse, Cable, w/CD Rom	10	$ XXX	$ XXXX
XXX Printer, Cables	5	XXX	XXXX
Computer Workstations	10	XXX	XXXX
Computer Projection System	1	XXX	XXXX
XXX Transcriber	3	XXX	XXXX
Software	10	XXX	XXXX
Word Processing Package			
Database Package			
Spreadsheet Package			
Graphics Package			
NOTE: All unit costs must be a minimum of $200.			
Total Estimated Cost			**$XX,XXX**

CERTIFICATION

The local education agency hereby requests authorization to expend funds for Vocational Education as described on this form to be used for instructional programs approved under the provisions of the State Plan for Vocational Education.

It is understood that the title to equipment and teaching aids is to be vested in the school district with accountability to the Department of Elementary and Secondary Education. No disposition or diversion of use may be made without written Department approval. If such property is sold or no longer used for the purposes requested and approved, the Department of Elementary and Secondary Education is to be credited with its share of the value as determined by the sale price or fair market value.

It is further understood that the LEA will furnish the Department information required for supporting claims for funds, and maintaining financial aid inventory records within the LEA.

Date _____   Signed _____

(Chief Administrator)

FOR STATE OFFICE USE ONLY

County District	School Number	Program Code	Area Code	Year Paid	Year Chg.	Purpose	Expenditure	Reimbursement	State	Federal	Source	Section Code

_____   _____   _____
Program Director   State Director of Vocational Education   Approval Date

MO 500-01304 (10-96)

MISSOURI DEPARTMENT OF ELEMENTARY AND
SECONDARY EDUCATION
DIVISION OF VOCATIONAL REHABILITATION
REPORT OF A LOSS OF EQUIPMENT PURCHASED
WITH VOCATIONAL FUNDS

P.O. BOX 480
JEFFERSON CITY, MO 65102

ELIGIBLE RECIPIENT	DATE	
ADDRESS	STATE	ZIP CODE

This report is submitted to advise Division of Vocational and Adult education personnel of the loss of equipment herein described which was purchased with vocational funds.

It is understood that this report serves the purpose of providing information for the disposition of the equipment herein outlined on the inventory records maintained in the Division of Vocational and Adult Education and does not constitute a release of the eligible recipient from further responsibility if additional date pertaining to the loss should be required by another agency.

I. EQUIPMENT INFORMATION

1. TRAINING PROGRAM OR SERVICE IN WHICH EQUIPMENT WAS USED:

(CHECK ONE)

☐ AGRICULTURE

☐ ANCILLARY

☐ BUSINESS AND OFFICE

☐ HOME ECONOMICS

☐ MARKETING AND COOPERATIVE

☐ SPECIAL VOCATIONAL SERVICES

☐ INDUSTRIAL

    A.   TRADE AND INDUSTRIAL

    B.   HEALTH

    C.   CUSTOMIZED TRAINING

    D.   INDUSTRIAL ARTS

☐ VOCATIONAL SPECIAL NEEDS AND GUIDANCE SERVICES

☐ OTHER_____

2. ITEM IDENTIFICATION

NAME OF ITEM	SERIAL NUMBER	ACQUISITION INFORMATION		
		DATE PURCHASED	FROM WHOM	COST

II. LOSS INFORMATION

1. KIND OF LOSS   ☐ FIRE   ☐ THEFT   ☐ FLOOD AND WATER   ☐ OTHER

    DESCRIBE

_____

_____

2. SITE WHERE LOSS OCCURRED	

3. DATE OF LOSS (MONTH)	(DAY)	(YEAR)

4. WAS ANY PART OF THE LOSS COVERED BY INSURANCE?	☐ YES ☐ NO

5.   IF LOSS WAS BY THEFT, ON WHAT DATE WAS THE POLICE OR OTHER LAW ENFORMCEMENT AGENCY NOTIFIED?
     DATE ▶

NOTE ▶ ATTACH COPY OF POLICE OR LAW ENFORMCEMENT AGENCY REPORT

HAS THERE BEEN ANY RECOVERY OR SALVAGE TO DATE	☐ YES ☐ NO

If "YES" EXPLAIN

IF LOSS WAS BY THEFT, WHAT STEPS HAVE BEEN TAKEN TO IMPROVE SECURITY?

SIGNATURE (CHIEF ADMINISTRATIVE OFFICER)	DATE

MO 500-1506 (7-87)